

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

COORDINATOR, TRANSPORTATION

QUALIFICATIONS:

- (1) High School Diploma or equivalent
- (2) Possess a valid Florida CDL Class B license with air brakes, passenger and school bus endorsements.
- (3) Minimum three (3) years appropriate experience as a bus driver.
- (4) Minimum three (3) years appropriate experience as a trainer desired.
- (5) Satisfactorily completed the required driver training course and performance test and state physical examination.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of transportation rules and regulations; the ability to operate light and/or heavy duty school buses in a safe and economical way; the ability to effectively establish and maintain good communication with others.

REPORTS TO:

Director, Transportation

JOB GOAL

To plan, coordinate, and implement a district-wide program that will train bus drivers and keep them informed of state laws, regulations, and requirements governing transportation efficiency and safety.

SUPERVISES:

PERFORMANCE RESPONSIBILITIES:

- (1) Plans, organizes, implements, conducts, and supervises the bus driver training course.
- (2) Develops and implements methodologies to assess the training needs of bus drivers; plans, develops, and conducts seminars, workshops, and inservice programs to meet identified needs.
- (3) Plans, conducts, and evaluates driver performance on examination and skills performance tests.
- (4) Provides periodic inspections of bus driver routes for safety compliance, and makes recommendations for changes and improvements.
- (5) Assists with developing, coordinating, and evaluating the bus routing system, and the assignment of students.
- (6) Evaluates individual driver training records to ensure compliance with statutory and School Board requirements.
- (7) Prepares and maintains all required driver records and reports for auditing

COORDINATOR, TRANSPORTATION (continued)

- purposes.
- (8) Determines required resources, and orders training supplies and materials.
 - (9) Enforces and assists in maintaining driver safety standards in accordance with federal, state, and School Board requirements.
 - (10) Coordinates and secures substitutes when the regular driver is absent from duty.
 - (11) Shuttles buses to school-sites when needed.
 - (12) Assists with the recruitment of bus drivers.
 - (13) Provides input for planning and budgeting purposes.
 - (14) Serves as the program manager for the required alcohol and drug testing program.
 - (15) Assists in recruiting, training, supervision and evaluation of all transportation employees.
 - (16) Serve as a liaison with parents, school personnel and the public regarding all transportation issues.
 - (17) Assist with F.E.F.P. data collection and reporting.
 - (18) Assist in the development of administrative guidelines and policies.
 - (19) Assist in the development, implementation and evaluation of staff development activities for transportation services.
 - (20) Use positive, effective interpersonal communication skills.
 - (21) Perform other incidental tasks consistent with the goals and objectives of this position.
 - (22) Ability to work in a constant state of alertness and safe manner.

All of the above are Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of administrative personnel.

Job Description Supplement Code

Lane C TSP

Salary Index 0.6148 of the Administrative Salary Schedule

DOE Job Code 78008

Revised Board Approval 04/11/2017